

Connecticut Department of Transportation

2013 CONSULTANT PREQUALIFICATION INFORMATION

****IMPORTANT CHANGES****

The Connecticut Department of Transportation (CTDOT) is revising the procedures and requirements of the consultant prequalification process, beginning with the applications for the 2013 calendar year. CTDOT is implementing a 2-year cycle, wherein the first (even) year all firms are required to submit a full application with all the necessary supporting materials. In the second (odd) year, firms who were prequalified for any categories the previous year will be able to submit a reduced application. For the current 2-year cycle, CTDOT considers the prequalification results of the 2012 calendar year as the first (even) year. **It is important to note that regardless of calendar year, the agency will accept prequalification applications from new firms.** These changes will result in a reduction in the amount of documentation that is required to be submitted to CTDOT for odd numbered calendar years, while still maintaining the integrity of the prequalification process. It is important to note that to implement these changes, a new checklist is required, as well as revisions to past forms. **DO NOT USE OLD FORMS FROM PREVIOUS YEARS. TAKE THE TIME TO READ THE DIRECTIONS CAREFULLY.** Answers to frequently asked questions are available at: <http://www.ct.gov/dot/lib/dot/documents/dconsultantoffice/annualprequal/FAQ%27s.pdf>

Basic Guidelines

Firms who are currently prequalified with CTDOT for at least one category:

- A. Firms that were prequalified in 2012 with CTDOT for at least one category, and who want to continue to be prequalified in the same category or categories, will only need to submit the following documentation in seeking prequalification for 2013:
1. A completed and signed Annual Prequalification Submittal Form (rev 8/12);
 2. Completed Prequalification Category Cover Page(s);
 3. Proof of the firm's corporate licensure (if applicable);
 4. Proof of the individual Connecticut Professional Engineer/Architect licenses for those staff identified as "in responsible charge" on the Prequalification Category cover page.
 5. Proof of additional licenses, certifications, and registrations that are specifically required for any category.
- B. Firms that were prequalified with CTDOT for at least one category in 2012, who want to continue to be prequalified in the same category or categories, and who want to be prequalified in additional categories, must submit a complete, full application for *those additional categories*, along with the information listed above for previously approved categories.

Firms who are currently NOT prequalified with CTDOT for any categories:

- A. Firms that were NOT prequalified in 2012 with CTDOT must submit a full, complete application according to the instructions below.

General Information

CTDOT prequalifies consulting firms annually in accordance with Connecticut General Statutes, Section 13b-20e et seq. In order to become technically prequalified to provide consulting services for the Department in any calendar year, firms must submit the appropriate credentials and qualifications to the Department by November 15th of the previous year.

CTDOT will analyze all submittals postmarked by the November 15th deadline and, by January 1st, determine those consultants that are qualified to perform the services in each category identified by CTDOT.

Only the specific categories listed on the Prequalification Checklist for the appropriate prequalification year will be considered for prequalification. For all consultant projects that fall under a listed prequalification category, a solicitation will be extended to the firms that are prequalified in that category notifying them of the project needs, and the form and content required for a letter of interest submittal. Only those firms that are prequalified in the particular category, or categories, listed in the solicitation letter, will be eligible to submit a letter of interest. Please be advised that firms must continue to be prequalified in the specified category, or categories, listed in the solicitation letter, for the year a shortlist is finalized and/or a selection is made.

Instructions for all Prequalification Submissions

Any consultant firm that desires to provide consultant services to CTDOT shall send one (1) submittal, complete in all respects of the following information concerning its qualifications and experience.

***** Please note that the submittal forms have changed since last year. Only the submittal forms provided with this year's prequalification documents shall be used. The use of any other form will preclude the firm from being considered for prequalification.*****

Please submit the following documents in the following order:

1. Cover Letter: The cover letter should identify the specific categories your firm is requesting to be prequalified in, and should indicate one of the following:
 - a. Your firm is requesting to be prequalified in all the same categories as the previous year, and you are submitting only an abbreviated submission.
 - b. Your firm is requesting to be prequalified in all the same categories as the previous year, plus additional ones; so you are submitting abbreviated sections for categories you are currently prequalified in and full sections for new categories.
 - c. Your firm was not prequalified for any categories the previous year, so you are submitting full sections for all categories.
2. 2013 Category Checklist: (new requirement): All firms are required to complete the checklist and include it after the cover letter. This form will be used internally by CTDOT during the review process.
3. Annual Prequalification Submittal Form: A complete and accurate Annual Prequalification Submittal Form (rev 8/12) must be included and contain an original signature. This form shall not be altered in any way. By signing this form, you are attesting to the accuracy of the submitted materials. *All firms are required to submit this form, even those who are requesting prequalification in the exact same categories for which they were prequalified in the previous year.*

4. Prequalification Categories with Relevant Experience and Associated Key Personnel: This shall be a separate section. Within this section, each category for which the firm is seeking prequalification shall be clearly identified. The first page of each such specific prequalification category must be a completed Prequalification Category Cover Page that lists the person “In Responsible Charge” and Key Personnel (project managers, senior staff and inspectors, including any staff necessary to address the category license, certificate, and registration requirements) that are most likely to be used on CTDOT projects. Following the Cover Page, for categories for which the firm was not prequalified in the previous year, information must be included showing the firm’s relevant experience in each category. (Please refer to the Prequalification Category Cover Page (rev 8/12) for further instructions). *(For a category that a firm was prequalified by CTDOT in the previous year, only the employee “In Responsible Charge” and any Key Personnel required to fulfill the license ,certification, and registration requirements of that particular category, should be identified on the Prequalification Category Cover Page.*
5. Resumes of Personnel: For categories for which the firm was not prequalified by CTDOT in the previous even-numbered year, include a separate section containing the resumes of personnel listed on the Prequalification Category Cover Page(s). One resume should be included for each person. Resumes should be organized in alphabetical order by the last name. (Please refer to the Personnel Resume Form for further instructions.)
6. Licenses, Certifications and Registrations: This shall be the final section of the application. Firms shall submit copies of current and valid corporate and individual licenses, certifications, and registrations of the personnel listed on the Prequalification Category cover page(s) required for the specific prequalification category that is being requested. Each license, certification, and registration must show a date that indicates it is in current standing. (Please refer to the 2013 Prequalification Category Descriptions and Requirements document and the Contact Information list for license, certification and registration information). Any applicable corporate licenses should be presented first, followed by individual licenses, certifications and registrations in alphabetical order by the last name of the employee. Do NOT include extraneous information, such as other state Professional Engineering Licenses, Engineer in Training certificates, First Aid, CPR, or other certifications and registrations which are not a stated requirement.

Please send one copy of your prequalification submittal package to the:

Connecticut Department of Transportation
CONSULTANT SELECTION OFFICE
2800 Berlin Turnpike
Newington, CT 06111
ATTN: Mr. David Mancini, P.E.

All submittals must be received at the above address by 4:00 p.m. on November 15, 2012 (due date) or postmarked by the due date and received within 14 days thereafter. Submittals that are not received by the due date, or postmarked and received within 14 days of the due date, will not be considered.

Questions may be referred to the Consultant Selection Office at (860) 594-3017.